



King County

ENGINEERING TECHNICIAN II DEPARTMENT OF TRANSPORTATION/ROAD SERVICES DIVISION ENGINEERING SERVICES SECTION/PROJECT MANAGEMENT & DESIGN UNIT

Hourly Rate Range: \$19.07 - \$24.17 (2003 rates)

Job Announcement No.: 03MD3696

OPEN: 8/27/03 CLOSE: 9/12/03

WHO MAY APPLY: This position is open concurrently to King County internal candidates and the general public. Preference will be given to King County internal candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Engineering Services Section, Attn: Susan Ziegman, 201 S Jackson St. MS KSC-TR-0231, Seattle, WA 98104-3856.** Application materials must be received by **4:00 p.m.** on the closing date. **PLEASE NOTE: Applications not received at the location specified above may not be processed. Email applications and postmarks are NOT ACCEPTED.**

FORMS AND MATERIALS REQUIRED: (1) [King County Application](#) (2) **Resume** and (3) **Cover Letter** detailing your background and describing how you meet or exceed the **Required Qualifications - Knowledge, Skills, and Abilities.**

WORK LOCATION: 201 S Jackson St. downtown Seattle, WA 98104

WORK SCHEDULE: This full-time position is overtime eligible. It works a 40-hour workweek; Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The Engineering Technician II position supports projects in the Roads Capital Improvement Program (CIP). Duties include:

1. Monitor and review consultant invoices for consistency with Local Agency Guidelines and process the invoices for payment
2. Track consultant and construction monthly project expenditures
3. Assist in the preparation of plans, specifications and estimates for in-house and consultant designed projects
4. Prepare maps and displays for public meetings
5. Assist in the preparation of contracts for advertisement
6. Assist in the preparation of PowerPoint presentations
7. Prepare as-builts
8. Draft project correspondence
9. Prepare meeting minutes
10. Set up and maintain project files
11. Set up, inventory and maintain unit's cell phones and other equipment
12. Assist in unit's strategic plan sessions
13. Archive project file information
14. Other work as requested

REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:

- A High School Diploma. Basic course work in civil engineering or a closely related field is highly desirable
- Knowledge of personal computer applications for Microsoft Word, Excel, Access and PowerPoint

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm> Website Address (206)-296-8535 TTY

- Knowledge of the fundamentals of billing practices and/or basic accounting practices
- Knowledge of roadway and drainage design techniques and principles
- Knowledge of drafting techniques using manual and Computer Aided Design (CAD) systems desirable
- Skill in using MS Project or similar critical path method (CPM) scheduling software is highly desirable.
- Skill in reading and interpreting engineering plans desirable
- Customer service skills
- Excellent oral and written communication skills
- Problem solving and conflict resolution skills
- Detail oriented skills
- Ability to work effectively in a team environment
- Ability to work under tight deadlines

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner, including remote locations with limited or no public transportation services. An offer of employment will be contingent on the success of a pre-employment physical examination.

UNION MEMBERSHIP: Positions in this classification are represented by I.F.P.T.E., Local 17.

CLASS CODE: 8513 SEQUENCE NUMBERS: 2152